



PaperWeek 2024 Exhibit space guidelines

General information:

- Show Hours: Tuesday February 6/2024 and Wednesday February 7/2024 09:00-17:00
- All breaks and reception will be held in the tradeshow room. The reception is scheduled for the Tuesday evening from 17:00-19:00.
- Exhibit hall location: St-Paul Room, Convention Floor (C) of the Queen Elizabeth Hotel (Montreal, Quebec)

Miscellaneous items included:

- (1) 6' by 30'' non-skirted table with two (2) chairs, waste paper basket, and (1) 120V5 amp electrical circuit (enough to power a laptop and monitor). Depending on how you plan to furnish your space, please let us know of any other electrical requirements. It is also recommended that you bring an extension cord, or else, if needed, one may be obtained from the on-site a/v provider at a cost (\$21.50)
- 50% off conference registration fee
- company recognition and link to your website on the event tradeshow page
- picture of exhibit table:



- Tables will be approximately 2.5 ft from the wall (which includes the space needed for your provided chairs) and approximately 2.5ft of space between tables, the ones in the middle row only 1.5ft apart.
- Display materials should be arranged in such a manner so as not to obstruct neighbouring exhibitors.
- Floor standing banner/pop-up stands are not permitted in front of the tables, they MUST be behind the table and should not exceed 8ft in height.
- All display material should be flame retardant. Flammable equipment is prohibited. Displays containing fluids are prohibited without prior hotel approval.
- Storage or material handling is not provided.
- Hotel does not permit any article to be fastened on walls, ceilings or electrical fixtures by any means (tapes, adhesives, thumbtacks, nails, screws, bolts or any other tool or material items used to hang or attach signs).
- While the exhibit room will be locked after show hours, it is not recommended to leave valuables at your tabletop space overnight. There will NOT be dedicated security at the exhibit area overnight. Neither PAPTAC nor The Queen Elizabeth Hotel, at any time, guarantee the security of items left in the exhibit hall nor are responsible for the loss or damage to equipment, exhibits or any other property brought into the hotel for the purpose of the exhibit.

Installation/dismantling:

- Installation hours -- Monday February 5th as of 18:00.
- Dismantling: starting from 16:00 on the Wednesday February 7th afternoon. All exhibit material must be removed by 18:00 latest. Exhibitors will be responsible for any charges related to tear down if their booth space is not cleared by the move-out time.

Shipping information:

- If you need to ship material for your tabletop to the hotel, it must NOT arrive prior to the installation date of Monday February 5th.

Shipping address (must include all this information)

Queen Elizabeth Hotel
 900 boul René-Lévesque ouest
 c/of Nathalie Brault (Hotel Event Rep) and/or Carmie Lato (Event Organizer)
 Montreal, Quebec H3B 4A

Attention:

- Group Name: PaperWeek 2024
- Event Date: February 5-7, 2024
- Meeting Room: St-Paul
- Your Name and Company: _____
- Booth # _____
- Box _____ of _____

Questions can be directed to Carmie Lato at clato@paptac.ca or 514.392.6969.